

From : Chief, Records Administration Staff

Subject: Disposal Authorization for Certain Communication Control Records

1. Disposal standards for certain communications control records are now approved for Agency-wide application. The Office of Security and the CIA Top Secret Control Officer have concurred in the destruction of these records after retention for specified periods. Legal authorization to destroy these records has also been obtained from National Archives and the Congress. These records are:

- a. Top Secret Logs. Top Secret logs maintained at control points to indicate accountability for Top Secret documents, and reflecting the receipt, dispatch or destruction of the documents.

Approved Disposal: Destroy 10 years after documents shown on forms are downgraded, transferred to the Records Center, destroyed or sent outside control point.

- b. Top Secret Cover Sheets.

Approved Disposal: Destroy 10 years after document has been downgraded, destroyed, or sent outside CIA.

- c. Secret and Below Logs. All forms used to record the receipt and distribution of incoming and outgoing Communications.

Approved Disposal: Destroy after 1 year.

- d. Classified Document Receipts (Top Secret, Secret, and Confidential).

Approved Disposal: Destroy after 2 years.

- e. Courier Receipts including TOP SECRET (other than those retained by the Agency Courier Office).

Approved Disposal: Nonrecord Material. Destroy after 3 months.

2. Records Officers should therefore review their Records Control Schedules and make appropriate changes in the disposition instructions for these items to permit their destruction. Schedules of your records maintained by this Staff are being changed accordingly. The Records Center is being notified to make similar changes in the copies of schedules they maintain and to initiate action to destroy the retired records covered by this authorization.

- 3. This updates my Memo of 27 June 1953 on this same subject.

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~~CONFIDENTIAL~~

JULY 1964

COSTS TO STORE AND SERVICE ONE CU.FT. OF RECORDS (2,000 PIECES OF PAPER) FOR ONE YEAR.

I. AGENCY OFFICE COSTS

1. Equipment - The pro-rata cost for 8 cu. ft. capacity filing equipment is \$259. Amortized over 10 years, this equipment would cost \$25.90 per year or \$3.24 for one cu. ft. capacity \$ 3.24 *Y8*
2. Space - One cu. ft. of records requires one sq. ft. of floor space - - - - - \$ 3.00 *2692*
3. Cost to Store One Cu. Ft. of Records for One Year - - - - - \$ 6.24
4. Personnel - One employee GS-4 - \$4,775, can service 96 cu. ft. of records (Remington Rand, "How to Measure Your Filing Costs and Efficiency"). *4992*
5. Cost to Service One Cu. Ft. of Records for One Year - - - - - \$ 49.74
6. TOTAL COST TO STORE AND SERVICE 1 CU. FT. OF RECORDS (ONE HALF FILE DRAWER) PER YEAR IN OFFICE SPACE - - - - - \$ 55.98 *397.92*

II. AGENCY ARCHIVES AND RECORDS CENTER COSTS

1. Construction Cost
 - a. Construction cost of Center including equipment - - - - \$686,889.00
 - b. Total cost per year based on 20 years amortization- - - \$ 34,344.00
2. Space - Cost per cu. ft. per year based on 103,380 cu. ft. capacity - - - - - \$.33
3. Equipment - Records Center Box - - - - - \$.09 *457.84*
4. Cost to Store One Cu. Ft. of Records for one year- - - - - *.42*
5. Personnel - Fiscal Year 1964 - \$127,500 in .01 funds to handle 95,738 cu. ft. of records (82,452 on hand at end of year, Disposition taken on 13,286 cu. ft. during the year).
6. Cost to Service One Cu. Ft. of Records per year in Records Center - - - - - \$ 1.33 *10.6*
7. TOTAL COST TO STORE AND SERVICE 1 CU. FT. OF RECORDS PER YEAR IN RECORDS CENTER - - - - - \$ 1.75

CALL RECORDS ADMINISTRATION STAFF - X2463 - FOR ADDITIONAL INFORMATION ABOUT THE AGENCY RECORDS MANAGEMENT PROGRAM